



CITY OF TUSTIN

EMPLOYMENT OPPORTUNITY

POLICE CADET #07-03 \$9.52 - \$11.62 PER HOUR CONTINUOUS RECRUITMENT

A completed application and supplemental questionnaire are required.

THE POSITION:

Under direct supervision performs a variety of routine and progressively more advanced tasks in an apprenticeship program in preparation for a career in law enforcement.

THE CADET PROGRAM:

The Cadet program introduces young men and women, ages 18-22, to the field of law enforcement. The program is designed to develop the skills and abilities of young individuals who wish to one day pursue a career in law enforcement.

Individuals work part-time while enrolled in college in a variety of assignments throughout the Police Department including, but not limited to, Front Desk, Professional Standards Unit, Community Policing Unit, Communications, Investigations, Traffic, Property, Records, Crime Scene Investigation and Fleet Maintenance. Work hours are typically assigned around the student's class schedule; approximately 20 hours per week during school months and up to 40 hours per week during summer and/or school breaks (total hours worked must be less than 1000 hours per fiscal year). Individuals may be assigned to work various shifts including nights, weekends and holidays.

EXAMPLES OF DUTIES:

- Interact with the public, on the phone and in person; obtain information from victims; complete police reports related to minor incidents.
- Learn, understand and apply applicable laws, ordinances, policies and procedures.
- Accept supervisory authority; understand and carry out oral and written instructions.
- Assist with clerical duties and filing paperwork.
- Impound and cite vehicles; perform parking enforcement; assist in traffic control during special events and on city streets during peak traffic conditions.
- Assist with transportation and tracking of evidence; transport police vehicles to service areas; assist with processing film and simple photography.
- Answer 911 and business telephone lines; utilize internal computer systems.
- Perform public relations functions and other job related duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Equivalent to graduation from high school and enrollment in an accredited two-year or four-year college or university, within six months of appointment, in a field applicable to law enforcement. Enrollment in a minimum of 12 semester units and a GPA of 2.0 or better are required to be considered for and to continue employment in the Cadet program.

SEE ATTACHED "ADDITIONAL INFORMATION" FOR MORE DETAILS

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Additional Information

MINIMUM QUALIFICATIONS (con't):

Knowledge/Abilities/Skills: Ability to operate an office computer and use a variety of word processing, data management and other software applications; operate a motor vehicle or police unit, camera equipment and recording devices to obtain evidence at crime and accident scenes; communicate clearly and concisely, both orally and in writing; observe accurately and remember faces, numbers, incidents and places; establish and maintain effective relationships with the community; think and act quickly in emergencies, and judge situations and people accurately; prepare accurate and grammatically correct written reports; respond to emergency and problem situations in an effective manner; make clear and concise radio transmissions; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships; meet the established physical requirements.

PHYSICAL REQUIREMENTS: Position requires the ability to perform activities requiring moderate to high exertion, including lifting; work is performed indoors and outdoors; position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities as well as grasping, repetitive hand movement and fine coordination; the position requires near vision in reading correspondence and statistical data on the computer; acute hearing is required when providing telephone service and communicating in person; when performing job duties outdoors, incumbent may be required to drive a vehicle; stand for extended periods in all kinds of weather conditions, use hands/arms above shoulder level; climb ladders, walls, fences, hillsides or inclined surfaces; distinguish color and observe and recognize people, vehicles and environmental conditions during day and night; recall details concerning crimes, people and occurrences to write thorough, accurate reports; hear radio transmissions in noisy environments; maintain composure and good judgment while under stress such as when facing tense and/or unexpected emergency situations.

SPECIAL REQUIREMENTS:

- **Age:** 18-22 years. Cadets may remain employed in the position until reaching age 24.
- **Citizenship:** Possession of U.S. Citizenship at time of appointment or must have applied for U.S. Citizenship at least one year prior to date of application.
- **License:** Possession of, or ability to obtain a valid Class C California Driver's License and proof of vehicle insurance with an acceptable driving history.
- **Background:** Good moral character without a history of involvement in criminal activity or other unacceptable conduct. May not have any felony or serious misdemeanor convictions.
- **Physical:** Must be in excellent physical condition; weight in proportion to height; normal hearing; vision 20/100 correctable to 20/20; normal color vision and physically capable of performing the duties of a Police Cadet.
- **Other:** Required to obtain California Law Enforcement Teletype Systems Certification (CLETS) within 60 days from date of hire.

SELECTION PROCESS: Each component below must be passed in order to continue to the next phase.

1. Written Exam – Pass/Fail
2. Oral Panel Interview
3. Background Investigation and Polygraph Examination
4. Interview with the Police Chief
5. Medical Examinations—including drug screen (*upon conditional offer of employment*)

OTHER: Employment in this position is at-will and based on continued programmatic needs. No guarantees are made related to hours or longevity.

CITY OF TUSTIN
SUPPLEMENTAL QUESTIONNAIRE
POLICE CADET #07-03

Name: _____

Date: _____

INSTRUCTIONS: This supplemental questionnaire will be used to identify those candidates possessing the required qualifications for this classification. Please read each of the following items and check either **YES** or **NO**. This supplemental questionnaire must be received for your application to be considered complete.

DO YOU MEET THE FOLLOWING <u>MINIMUM</u> QUALIFICATIONS?	YES	NO
• Are you between 18 and 22 years of age?	<input type="checkbox"/>	<input type="checkbox"/>
• Are you, or will you be at the time of appointment, a United States citizen or have applied for U.S. citizenship at least one year prior to the date of the application?	<input type="checkbox"/>	<input type="checkbox"/>
• Will you possess and maintain a valid Class C California Driver's License, proof of insurance, and have a satisfactory driving record at the time of appointment?	<input type="checkbox"/>	<input type="checkbox"/>
• Do you have any felony convictions or serious misdemeanor convictions for crimes of moral turpitude? If yes, please provide an explanation.	<input type="checkbox"/>	<input type="checkbox"/>
• I have eyesight correctable to 20/20.	<input type="checkbox"/>	<input type="checkbox"/>
• I have graduated high school or have equivalent education.	<input type="checkbox"/>	<input type="checkbox"/>
• I am currently enrolled in 12 or more semester units at an accredited two-year or four-year college or university in a field applicable to law enforcement with a GPA of 2.0 or better (If not currently enrolled: I will be enrolled and meet the aforementioned requirements within 6-months of appointment).	<input type="checkbox"/>	<input type="checkbox"/>
Please attach a copy of your official or unofficial transcripts		

I UNDERSTAND AND THAT MY RESPONSES TO THE ABOVE QUESTIONS WILL BE CONSIDERED AS A PART OF MY APPLICATION AND ALL LAWS, RULES AND REGULATIONS, WHICH PERTAIN TO THE APPLICATION, ALSO APPLY TO THIS SUPPLEMENTAL QUESTIONNAIRE.

Signature _____

Date _____

City of Tustin

Human Resources Department

300 Centennial Way, Tustin, CA 92780

ABOUT TUSTIN

TUSTIN is a beautiful residential community located near many of Southern California's residential, educational, and cultural attractions. From its incorporation in 1927, Tustin has developed from a small village with 511 residents to its present population of approximately 71,767 residents. By 2020, Tustin's population is expected to grow to approximately 94,754.

TUSTIN is governed by a 5-member nonpartisan City Council under the Council-Manager form of government. A dynamic, professional atmosphere prevails within the City. The City operates with a \$43 million general fund budget and is staffed by approximately 290 full-time employees. The City staff is customer-oriented and enjoys the fast pace that growth brings to the work environment.

RECRUITMENT INFORMATION

APPLICATION PROCESS: Original signed application and supplemental materials must be filled out completely, legibly, and received by 5:00 p.m. on the final filing date. **Postmarked, emailed, or faxed applications will not be accepted.**

EXAMINATIONS: Those applicants who appear to be among the best qualified will be selected to continue in the recruitment process. This process may include a written test, performance exam, oral board panel, or other testing assessment. Some positions require additional psychological, physical, and/or agility testing.

SELECTION: An eligibility list is established for each job classification and is normally valid for one year unless exhausted or canceled. Any candidate on the eligibility list may be selected to fill a vacancy for the same or similar position.

EQUAL OPPORTUNITY: The City of Tustin does not discriminate on the basis of race, color, religion, gender, sexual orientation, age, national origin, disability, marital status or political affiliation in its employment actions, decisions, policies, and/or practices.

APPOINTMENT: All employment offers are conditional based upon successfully passing a medical examination, which will include a drug & alcohol test, background investigation, and fingerprinting. Upon hire date, new employees must provide documentation which authorizes the legal right to work in the United States in compliance with the Immigration Reform and Control Act of 1986. All new employees are required to take a loyalty oath.

PROBATIONARY PERIOD: New Employees serve a probationary period of at least 12 months; Police Officers and Communications Officer 18 months. An employee may be rejected without cause or recourse during the probationary period.

EMERGENCY SERVICE: All City employees are required to perform assigned emergency service duties in the event of emergency or disaster.

ACCOMMODATION: If you require special accommodation, please contact Human Resources at 714-573-3040 at least 72 hours prior to the test date.

EMPLOYEE BENEFITS

FLEX BENEFIT PLAN: The City provides a specific dollar amount to each regular employee to use toward the purchase of individual or family health and dental plans, additional life insurance, deferred compensation, and other related benefits. Dependent care and medical reimbursement programs are available.

LIFE INSURANCE: All regular full-time employees receive life insurance in an amount that is at least equal to the nearest \$1,000 of their annual salary. The actual amount may be greater depending on the bargaining unit.

TUITION REIMBURSEMENT: Available to regular employees upon passing probation.

DEFERRED COMPENSATION: Employees may defer earnings, on a pre-tax basis, into a 457 deferred compensation program. This program is available to all employees who choose to participate; it is mandatory for part-time employees in lieu of Social Security.

RETIREMENT: Benefits are provided by the Public Employee's Retirement Systems (PERS). Each regular full-time employee becomes a member immediately upon hire. The City pays the employee's contribution to PERS (sworn employees may cost share after 07/05). General unit 2% @ 55; Safety unit 3% @ 50.

HOLIDAYS: 11 paid holidays.

GENERAL LEAVE: 160 to 248 general leave hours per year for vacation or sickness depending on classification and length of service.

LONG-TERM DISABILITY: Regular employees are required to participate in a long-term disability insurance program which will provide income for an employee who becomes disabled because of injury or accident.

MEDICARE: All newly hired employees contribute a portion of gross salary for Medicare coverage as determined by Federal regulations.

PART TIME: Certain designated part-time positions are eligible for benefits on a pro-rata share of hours worked ($\frac{1}{2}$ or $\frac{3}{4}$ share).

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Acceptance of an application does not necessarily mean qualification for the position.